

Inventory Management Training

Quarterly Inventory Update Process - Agenda

Flow Chart – Inventory Update ProcessingSlide 2

MDB 020, Annual Inventory Report of Property.....Slide 3

Completing - AGS Form 17A, Detail Inventory of Property

Source Documents & Transactions

Invoice – Equip Purchase – Addition Transaction.....Slides 4 & 5

Transfer of Property AGS 18 – Removal Transaction....Slides 6 & 7

Disposal Application – Removal Transaction.....Slides 8 & 9

Updating other records.....Slide 10

Change and Deletion Transactions.....Slide 11

MDB 012, Inventory Transaction Register – Instructions...Slide 12

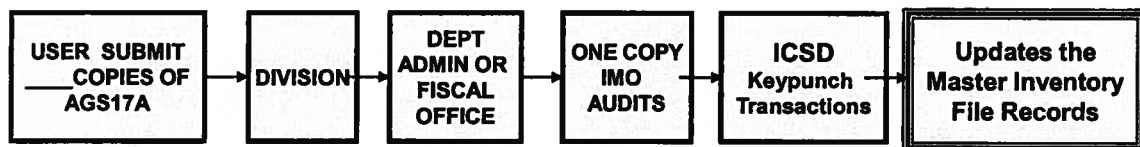
Error Codes and Description.....Slide 13

MDB 012 Printout – Submittal Results.....Slide 14

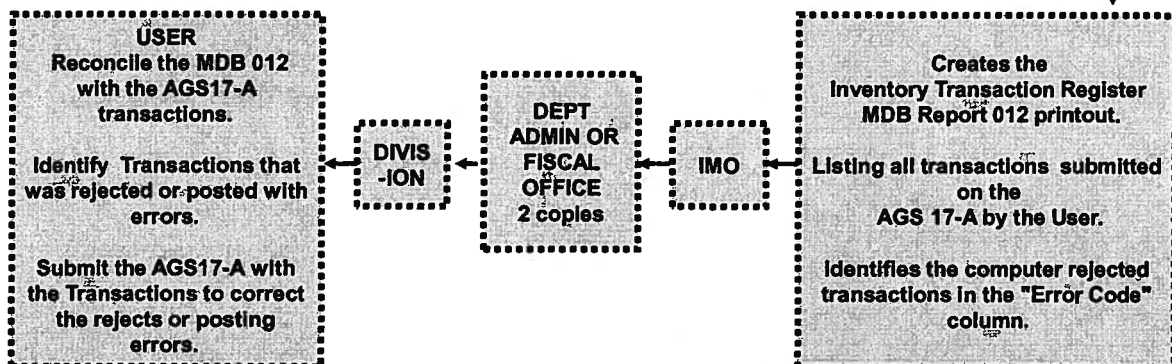
AGS Form 17A to Correct Errors.....Slide 15

Flow Chart - Quarterly Inventory Update Process

AGS Form 17-A, Detail Inventory of Property Processing



MDB Report 012, Inventory Transaction Register Processing



MDB 020 – Annual Inventory Report of Property

MDB REPORT 020										STATE OF HAWAII		RUN DATE 08/04/03		PAGE 1	
HAWAII STATE PUBLIC LIBRARY SYSTEM										ANNUAL INVENTORY REPORT OF PROPERTY		Used to complete AGS Form 17A, Detail Inventory Report of Property			
The computer will sort the previous year inventory records by:															
D	D	S	I	F	P	MAINT	DESCRIPTION	ACQUIRED	ORIGINAL	D	VALUE OF	TAG OR			
E	I	/	S	N	R	LOC	OF	COST OF	I	PROPERTY	PROPERTY	DECAL			
P	V	D	L	D	O	NO	PROPERTY	FY	* CD	PROPERTY	REMOVED	NUMBER			
30	3	0	1			3000010	HAWAII STATE PUBLIC LIBRARY SYSTEM								
30	3	0	1			001 3000020	ADMINISTRATIVE SERVICES OFFICE								
30	3	0	1	1	3	001 3000030	VEHICLE OLDS WGN IG3AJ85M8R6398329	94	2	13,833.00		SH6927			
										13,833.00	*				
<div style="display: flex; justify-content: space-between;"> 1. ORG Code 2. LOC Code 3. PROPERTY Code & DESCRIPTION </div>															
30	3	0	1	1	4	001 3000040	BOOKCASE BEIGE 2 ADJ SH 36X17X36	85	2	1,252.70		E0000850			
30	3	0	1	1	4	001 3000050	BOOKCASE BEIGE 6 ADJ SH 36X17X78	98	5	1,050.28		E0000921			
30	3	0	1	1	4	001 3000060	COMPUTER IBM PC300 #3354	00	5	2,500.50		E0001000			
<div style="display: flex; justify-content: space-between;"> 4. Assign new MAINT. CONTROL NO. by 10 increments </div>															
30	3	0	1	1	4	001 3000070	COMPUTER PRINTER HP LZRJT 5 #3245	95	5	1,050.50		E0000952			
30	3	0	1	1	4	001 3000080	COMPUTER SOFTWARE OMNI PAGE 386/25M	95	5	1,145.84		E0000953			
30	3	0	1	1	4	001 *****	COPY MACHINE XEROX 2485Z				1	4,750.35			
<div style="display: flex; justify-content: space-between;"> Item removed last fiscal year (Disposal Code 1) </div>															
30	3	0	1	1	4	001 3000090	COPY MACHINE XEROX M08			1,050.50		E0001000			
30	3	0	1	1	4	001 3000100	TELEVISION SONY 24IN SN 1342	96	5	450.50		E0000970			
30	3	0	1	1	4	001 3000110	TELEVISION SONY 24IN SN 1343	97	5	450.50		E0001002			
										12,951.32	*	4,750.35 *			
30	3	0	1	1	5	001 3000120	COMPUTER SOFTWARE EXCEL2000	01	5	501.25					
										501.25	*				
										27,285.57	**	4,750.35 **			

Quarterly Inventory Update Process Part 2 3

Invoice – Source Documents- AGS Form 17A

COMPUTER COMPANY Invoice A-19971			
123 Hawaii St. Honolulu, Hawaii 96874		Phone: 831-6756 Fax: 831-6786	
Customer Name: Hawaii State Public Library System Address: 1250 Punchbowl St. Room 107 City: Honolulu State: HI Zip: 96789		Date: 7/10/03 P.O. No: 1234 Ordered by: Bob Smith Deliver to: Admin Office	
Qty	Description	Unit Price	TOTAL
1	IBM PC350 2.5GB 32MB S/N1234	1,563.00	1,563.00
1	Modem Internal US Robotic MDL 1245 S/N 2345	118.00	118.00
	Labor to Install Modem	20.00	20.00
1	MONITOR IBM PC350 #3245	410.00	410.00
	Shipping and Handling	25.00	25.00
Received By: Robert Smith			
Date: 7/11/2003			
Payment Details <input type="checkbox"/> Cash <input type="checkbox"/> Check <input checked="" type="checkbox"/> Purchase Order		Subtotal: \$ 2,136.00 State Tax: 85.44 \$ 2,221.44 Trade-in: (100.00) TOTAL \$ 2,121.44	

Purchase of a personal computer.

Acquisition value includes purchase price and all expenditures: \$2,221.44

Do not including the trade-in credit: \$ 100.00

Addition to your inventory because it meets the \$ 1000 inventory reporting threshold.

Assign decal number – E0001101.

Add transaction on your AGS Form 17A.

Quarterly Inventory Update Process Part 2 4

AGS Form 17A - Inventory Transactions

Used to update your computerized inventory records. Submit anytime during the quarter.

STATE OF HAWAII DEPT. OF ACCOUNTING & GENERAL SERVICES DETAIL INVENTORY OF PROPERTY AGS FORM 17-A															Date Prepared August 19, 2003 September 30, 2003 PAGE 1 OF 1 Quarter Ended									
OP CODES A - Add C - Change D - Delete X - Removal															REG CODES 1 - Org/Loc Header Title 2 - Detail Inventory									
DEPARTMENT / DIV / SUB-DIV / BRANCH & ISLAND HAWAII STATE PUBLIC LIBRARY SYSTEM Admin Office - Oahu															PROPERTY CUSTODIAN Bob Smith Supervisor									
PREPARED BY: Jane Doe 586-8356 <small>PHONE NUMBER</small>															PURCHASED FROM: If required by your organization									
ORG CODE DEPT DIV S I F P 3 0 1 1 4 001															LOC CODE 10-12 001									
MAINT CONTROL NUMBER 13-18 3000061															ITEM CLASS 20-23 3000061									
QTY 24-28 1															DESCRIPTION OF PROPERTY START WITH A NOUN INCLUDE IF APPLICABLE (MAKE / MODEL / SERIAL NUMBER) Limited To 39 Characters Including Blank Spaces Font Size 11 or 12 29 - 67 Purchases Adding the computer									
FISCAL YEAR 68-69 70 71 72-82 83 84-91															CARRYING VALUE OF ITEMS ON HAND AND ACQUIRED SINCE JULY 1st LAST YEAR BY 1 Donations 2 Transfers-In 3 Phy Inv Adj-Gains 4 Prop Code Change Gains 5 Purchases 6 Accounting Adj-Gains 7 Location Change-Gains 8 Price Chng Adj-Incr C3									
VALUE OF ITEMS REMOVED FROM INVENTORY DURING FISCAL YEAR BY 1 Physical Disposals 2 Transfers-Out 3 Phy Inv Adj-Losses 4 Prop Code Chge Losses 5 Losses to M&S-Losses 6 Accounting Adj-Losses 7 Location Chge-Losses 8 Price Chg Adj-Decr C3															DECAL NUMBER									

1 A=Add OP Code(1)Indicate the type of action requested.

4 FUND Cd (6) Identify the fund from which the property was purchased.
 1=General; 2=Special; 3=Bond; 4=School; 5=Other; 6=Federal

2 REC-ord Code (Column 2 – one digit)
 1 = Identifies ORG or Location Header Title
 3 = Identifies Detail Inventory Record.

5 Property Code (Col 9—one digit) The computer matches this field.
 1 = Land & Improvements; 2 = Buildings & Improvements;
 3 = Motorized Vehicles; 4 = Equipment; 5 = Controlled Items;
 6 = Weapons; 7 = Works of Art; 8 = Infrastructure

3 ORG Code – (Columns 5 to 7 – five digits) The computer use these fields to identify your inventory account.
 May be found on your inventory printout.
 Assigned by Inventory Mgmt Office.

6 Location Code (Columns 10-12- Limited to 3 digits)
 The computer use this field to id the physical location of the property.
 Assigned by your organization – do not use alphabets.

7 Maintenance Control Number (MCN) (Columns 13-18- seven digits) Inventory Sys User Manual Page 9-6

- A unique number assigned annually to each inventory item within your Department Code.
- The computer use this number to identify the property.
- The same MC N cannot be used on more than one transaction quarterly - the second transaction will be rejected.
- MCN changes each fiscal year In August, with the processing of the Annual Inventory Report of Property MDB Report 020. The computer will resort the description field in its proper alpha & numerical sequence & assign new numbers to each active record by 10 series.
- Should you need more control numbers call Inventory Management Office.

7 ASSIGNING MAINTENANCE CONTROL NUMBER (MCN)
 When adding an item (OP Code A) to your inventory listing, a new MCN must be assigned to the item.

- Using your current printout, assign the control number within the correct ORG and LOC Code.
- The computer assigns the control number in series of 10. Use the in-between numbers, as much as possible, assigned the number within the alphabetic noun description of similar items.
- Example: To add the computer : Assign MCN 3000061

MDB REPORT 020										STATE OF HAWAII ANNUAL INVENTORY REPORT OF PROPERTY PERIOD ENDING 06 / 30 / 03									
HAWAII STATE PUBLIC LIBRARY SYSTEM										DESCRIPTION OF PROPERTY									
D	D	S	I	F	P	LOC	MAINT	ITEM	QTY	ACQ									
E	I	/	S	N	R		CONTROL	CLASS		FY									
P	V	D	L	D	O		NO												
30	3	0	1	1	4	001	3000050	3239	1	BOOKCASE BEIGE 6 ADJ SH 36X17X78 98									
30	3	0	1	1	4	001	3000060	3375	1	COMPUTER IBM PC300 #3354 00									
30	3	0	1	1	4	001	3000070	3375	1	COMPUTER PRINTER HP LZRJT 5 #3245 95									
30	3	0	1	1	4	001	3000080	3373	1	COMPUTER SOFTWARE OMNI PAGE 386 95									

Used to update your computerized inventory records. Submit anytime during the quarter.

5 (2 of 2)

Transfer of Property AGS Form 18 – Source Doc – AGS 17A

STATE OF HAWAII
AGS Form 18 (Rev. 4/85) **TRANSFER OF PROPERTY** PAGE 1 OF 1
INTRA AND INTER DEPARTMENTAL

TRANSFER DOCUMENT NO.: 04-1 DATE DOCUMENT PREPARED 8/12/03
(Losing Property Custodian assigns transfer document number)

FROM: LOSING DEPARTMENT / DIVISION / BRANCH
HAWAII STATE PUBLIC LIBRARY SYSTEM

TO: GAINING DEPARTMENT / DIVISION / BRANCH
DAGS, SPO, Inventory Management Office

Codes: 30 3 0 1 1 Codes: 04 3 0 1 1
Dept Div Sub-div Island Fund Dept Div Sub-div Island Fund

I certify that all property listed hereunder has been transferred to the Property Custodian shown in the adjoining box.
Robert Smith 8/12/03
Losing Property Custodian Signature Date

I acknowledge receipt of & assume accountability for all property listed hereunder.
Ron Omura 8/14/03
Gaining Property Custodian Signature Date

Robert Smith, Property Custodian
Type Name and Title of Property Custodian

Ron Omura, Supervisor
Type Name and Title of Property Custodian

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
LOSING CUST LOC CODE	MAINT CONTROL NUMBER	QTY	DESCRIPTION OF PROPERTY	FISCAL YEAR ACQ REC	ORIGINAL COST OF PROPERTY	LOSING CUSTODIAN DECAL NUMBER	GAINING CUST LOC CODE	GAINING CUST ITEM CLASS	GAINING CUSTODIAN DECAL NUMBER
001	3000030	1	VEHICLE OLDS WGN IG3AJ85M9R398329	99	13,833.00	SH6927	014	3110	SH6927
TOTAL 1			TOTAL 13,833.00						

THE ABOVE PROPERTIES WERE INSPECTED & RECEIVED BY: DATE: 8/12/03
Al Chang **Alfred Chang**
SIGNATURE PRINT NAME PHONE NO. 831-8756

DISTRIBUTION: LOSING CUSTODIAN (1 TOTAL DOCUMENTS = ORIGINAL + 3 COPIES)
Original + 2 Copies - To Gaining Custodian for Signature
One Copy - For Losing Custodian's Suspense File

GAINING CUSTODIAN
Completed Original - To DAGS, Inventory Mgmt. Office
One Completed Copy - To Losing Custodian
One Completed Copy - For Gaining Custodian's File

LOSING CUSTODIAN MUST FOLLOW-UP INSURING DOCUMENT IS COMPLETED BEFORE REMOVAL FROM LISTING.

Used to transfer property to another state agency.

Losing Property Custodian:

- Initiates document-Assign transfer doc. no: fiscal year – doc (e.g. 04-1, 04-2, etc.); insert Page no. & Date.
- Complete losing sections & cols 1 to 7.
- Fill in name of gaining agency.
- Property custodian sign & date.
- Ensure signed by pickup person.
- Distribution: original & 2 copies to gaining property custodian. 1 copy for your suspense file.
- Follow-up to ensure completed by gaining property custodian before removal from your inventory record.

Gaining Property Custodian:

- Complete gaining sections & cols 8 to 10.
- Property Custodian sign and date.
- Distribute original to IMO & 1 copy to losing custodian.
- Add to inventory records.

Quarterly Inventory Update Process Part 2 6

FISCAL YEAR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911
-------------	---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Disposal Application – Source Documents - AGS Form 17A

STATE OF HAWAII
HAWAII STATE PUBLIC LIBRARY SYSTEM
 June 9, 2003

DISPOSAL APPROVED
 Date: June 16, 2003
Robert J. Goveas
for the Administrator, State Procurement Office
 Application No. 12343
 Date: June 12, 2003

To: Mr. Aaron S. Fujoka, Administrator
 State Procurement Office

Subject: DISPOSAL OF STATE PROPERTY

Application is hereby made for the disposal of government property under my custody and control. Pursuant to Chapter 3-130, HAR, I do solemnly swear and affirm the accuracy of this application.

1. Robert Smith
 Robert Smith, Supervisor, Ph. 595-6576
 Administrative Office
 Location of Property: 1250 Punchbowl Street, Honolulu, HI. 96789 Rm 107

2. Description of the Property: ORG CODE: 30-301

END	PRO	LOC	MCH	CLASS	QTY	DESCRIPTION	FX	QOST	DECAL
a.	1	4	001	2000230	3239	1 Bookcase 2 adj sh 36x17x36	85	1,252.70	E0000850
b.	1	4	001	2000280	3205	1 Copy Machine Xerox 2485Z	92	4,750.35	E0000625
								8,003.05	

3. Present condition and estimated value of the property;
 a. Bookcase is termite eaten and beyond repair - no value.
 b. Copy machine is broken and repair cost is beyond economical repair - no value.

4. Reason for wishing to delete or dispose of the property;
 The bookcase and copy machine are "beyond economical repair".

5. What is the proposed method of disposal?
 The bookcase and copy machine will be sent to the county landfill.

Disposal application approved in previous fiscal year.

Ensure Certificate of Disposal AGS Form 34 is completed and sent to Inventory Management Office.

Removal transaction on your AGS Form 17A should have the new maintenance control number assigned to the item.

ORG CODE										FISCAL YEAR		DESCRIPTION OF PROPERTY		FISCAL YEAR		DESCRIPTION		FISCAL YEAR		DESCRIPTION	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
START WITH A NOUN INCLUDE IF APPLICABLE MAKE / MODEL / SERIAL NUMBER) Limited To 39 Characters Including Blank Spaces Font Size 11 or 12										L E A D S I T G		1 2 3 4 5 6 7 8		1 2 3 4 5 6 7 8		1 2 3 4 5 6 7 8		1 2 3 4 5 6 7 8			
X	3	30	3	0	1	1	3	001	3000040	3239	1	BOOKCASE BEIGE 2 ADJ SHELVES DA12343	85				1	1,252.70	E0000850		
Disposal																					
Disposal Code 1 - Physical Disposal																					
15 DESCRIPTION = Removal Trans (Op Code " X ") must have the justification after the description: Disposal Application 12343 Abbreviate or delete words in the existing description to adhere to the 39 spaces.																					
16 DISPOSAL CODE (Col 84) Explains the reason the item is being removed. CODE - DESCRIPTION 1 - Physical Disposal by Trade-in, Sale, Donation, Discard, & Surplus Prop Office, etc. (Require Approved Disposal Application No.)																					

MDB Report 020 – Records to be Updated

MDB REPORT 020				STATE OF HAWAII				RUN DATE 08/04/03				PAGE 1															
ANNUAL INVENTORY REPORT OF PROPERTY																											
HAWAII STATE PUBLIC LIBRARY SYSTEM																											
D E P	S I V	I / S D L	F N R	P LOC	MAINT CONTROL NO	ITEM CLASS	QTY	DESCRIPTION OF PROPERTY	ACQUIRED FY	* CD	ORIGINAL COST OF PROPERTY	D I S	VALUE OF PROPERTY REMOVED	TAG OR DECAL NUMBER													
30	3	0	1		3000010	HAWAII STATE PUBLIC LIBRARY SYSTEM																					
30	3	0	1	001	3000020	ADMINISTRATIVE SERVICES OFFICE																					
30	3	0	1	1 3	001 3000030	VEHICLE OLDS WGN IG3AJR5M9R6398329	1		94	2	13,833.00		Transfer out TD04-1	SH6827													
											13,833.00	*															
30	3	0	1	1 4	001 3000040	BOOKCASE BEIGE 2 ADJ SH 36X17X36	1		85	2	1,252.70		Disposal DA12343	E0000850													
30	3	0	1	1 4	001 3000050	BOOKCASE BEIGE 6 ADJ SH 36X17X78	1		98	5	1,050.28			E0000921													
30	3	0	1	1 4	001 3000060	COMPUTER IBM PC300 #3354	1		00	5	2,500.50			E0001000													
						Add New Computer MCN 3000061																					
30	3	0	1	1 4	001 3000070	COMPUTER PRINTER HP LZRTJ 5 #3245	1		95	5	1,050.50			E0000952													
30	3	0	1	1 4	001 3000080	COMPUTER SOFTWARE OMNI PAGE 386/25M	1		95	5	1,145.84			E0000953													
30	3	0	1	1 4	001 *****	COPY MACHINE XEROX 2485Z	1		92				Change: Item Class 3205; Description add W/SORTER; & Value Increase to \$5,550.50	E0000925													
30	3	0	1	1 4	001 3000090	COPY MACHINE XEROX M08	1		00	5	5,050.50			E0001000													
30	3	0	1	1 4	001 3000100	TELEVISION SONY 24IN SN 1342	1		96	5	450.50			E0000970													
30	3	0	1	1 4	001 3000110	TELEVISION SONY 24IN SN 1343	1		97	5	450.50			E0001062													
											12,951.32	*	4,750.35 *														
30	3	0	1	1 5	001 3000120	COMPUTER SOFTWARE EXCEL2000	1		01	5	501.25		Property Code Change Controlled Items between \$250 to \$1,000 - DELETE and														
						ADD to Property Code 5 - 2 TELEVISIONS MCN 3000121					501.25																
											27,285.57	**	4,750.35 **														

Quarterly Inventory Update Process Part 2

10

O P C O D E	R E C O D E	O R G C O D E				F U N D	P R O P E R T Y	L O C C O D E	M A I N T C O N T R O L N U M B E R	I T E M C L A S S	Q T Y	D E S C R I P T I O N O F P R O P E R T Y START WITH A HORN INCLUDE IF APPLICABLE (MAKE / MODEL / SERIAL NUMBER) <u>Limited To 38 Characters Including Blank Spaces</u> <u>Font Size 11 or 12</u>	F I S C A L				D E C A L												
		D E P T	D I V	S /	I S L								1	2	3	4	5	6	7	8	9	10	11						
																								YEAR	1	2	3	4	
1	2	3-4	5	6	7	8	8	10-12	13-18	20-22	24-28		29 - 67	68-69	70	71	72-82	83	72-82	84-91									
C = CHANGE TRANSACTION												Use your current printout to fill-in the fields. Use the Maint Control No. that identifies the record																	
												Change Item Class, Description, & Value Increase																	
C	3	30	3	0	1	1	4	001	3000090	3205	1	COPY MACHINE XEROX M08 W/SORTER	00	8	5,550.50	8			E0001000										
Item Class Changed from 3300										DESCRIPTION Add W/SORTER										Increase by 500.00									
17 OP Code "C" - Change the existing record's: FUND, ITEM CLASS, QUANTITY, DESCRIPTION, FISCAL YEAR, CARRYING VALUE, & DECAL NO. One or more of these fields may be changed in a single transaction. Also to change ORG & Location Code Headers.												19 IF DECREASE IN VALUE DISPOSAL Code (Col 83) 8 - Price Change Adj- Decrease																	
18 ACQUISITION Code (Col 71) "C" Transaction 6 - Accounting Adj-Gains: Changes to: FUND, ITEM CLASS, DESCRIPTION, FISCAL YEAR, DECAL NO. 8 - Price Change Adj - Increase in the CARRYING VALUE.																													

Quarterly Inventory Update Process Part 2
 11

Quarterly Inventory Update Process Part 2

11

Transactions to assemble two Television sets into one line Controlled - group items

D = DELETE TRANSACTIONS

Use your current printout to fill-in the fields.
Use the Maint Control No. that identifies the record

												Create Group Item & Prop Code Change										
D	3	30	3	0	1	1	4	001	3000100	3317	1	TELEVISION SONY 24IN SN 1342					96			4	450.50	E0001002
D	3	30	3	0	1	1	4	001	3000110	3317	1	TELEVISION SONY 24IN SN 1343					97			4	450.50	E0000970

20 OP Code D (Delete) is used to correct a record's
ORG, PROPERTY, LOCATION Codes, or MAINT
CONTROL NO.

An ADD Transaction must follow correcting the field(s).
Also, used to Delete ORG & Location Code
Headers, No ADD Transaction required.

21 DISPOSAL CODE (Col 83)
DELETE Trans Codes:
4 - Property Code Change - Losses
6 - Accounting Adj - Losses - error to ORG Code, Maint
Control No., also Assembly or Disassembly of items.
7 - Location Changes- Losses to another location code
within the ORG Code.

A = ADD TRANSACTION - To combine the two television sets.

Assign New Maint Control No.												Col 70 = Asterisk: Approximate Year															
A	3	30	3	0	1	1	5	001	3000121	3317	2	TELEVISION SONY 24IN SN 1342/1343										97	*	4	901.00		
Prop Code 5 – Controlled Items												QTY		ACQ CODE (Col 71) 4– Property Code Change - Gains					CARRYING VALUE (Col 71) COST OF 2 TELEVISIONS					NO DECAL REQUIR ED			

Quarterly Inventory Update Process Part 2

11

STATE OF HAWAII DEPT. OF ACCOUNTING & GENERAL SERVICES DETAIL INVENTORY OF PROPERTY AGS FORM 17-A										Date Prepared August 19, 2003									
Equipment Classification of Property										September 30, 2003									
Quarter Ended										PAGE 1 OF 1									
DEPARTMENT / DIV / SUB-DIV / BRANCH & ISLAND HAWAII STATE PUBLIC LIBRARY SYSTEM Admin Office - Oahu										PROPERTY CUSTODIAN Bob Smith Supervisor		PREPARED BY: JANE DOE 586-8356 Phone Number		PURCHASED FROM: AFIS SYMBOL If required by your organization					
ORG CODE DEPT: 30, DIV: 3, SUB-DIV: 0, ISLAND: 1, PROPERTY: 1, MAINT: 4, LOC: 001, ITEM: 3317, QTY: 2										DESCRIPTION OF PROPERTY START WITH A HORN INCLUDE IF APPLICABLE MAKE / MODEL / SERIAL NUMBER Limited To 38 Characters Includes Blank Spaces Font Size 11 or 12 COMPUTER IBM PC350 #123 W/MON/KB		FISCAL YEAR L2 A, A D P, S I P, T G 03		CARRYING VALUE OF ITEMS ON HAND AND ACQUIRED SINCE JULY 1st LAST YEAR BY 5, 2,221.44		VALUE OF ITEMS REMOVED FROM INVENTORY DURING FISCAL YEAR BY 1, 1,252.70		DECAL NUMBER E0001101	
Purchases A 3 30 3 0 1 1 4 001 3000061 3375 1										COMPUTER IBM PC350 #123 W/MON/KB		03		5		2,221.44		E0001101	
Transfer-out X 3 30 3 0 1 1 3 001 3000030 3110 1										VEHICLE OLDS IG3AJ85M9R6398329 TD04-1		94		2		13,833.00		SH6927	
Disposal X 3 30 3 0 1 1 4 001 3000040 3239 1										BOOKCASE BEIGE 2 ADJ SHELVES DA12343		85		1		1,252.70		E0000850	
Change Item Class, Description, & Value Increase C 3 30 3 0 1 1 4 001 3000090 3205 1										COPY MACHINE XEROX M08 W/SORTER		00		8		5,550.50		E0001000	
Create Group Item & Prop Code Change D 3 30 3 0 1 1 4 001 3000100 3317 1										TELEVISION SONY 24IN SN 1342		96		4		450.50		E0001002	
D 3 30 3 0 1 1 4 001 3000110 3317 1										TELEVISION SONY 24IN SN 1343		97		4		450.50		E0000970	
A 3 30 3 0 1 1 5 001 3000121 3317 2										TELEVISION SONY 24IN SN 1342/1343		97		* 4		901.00			

Quarterly Inventory Update Process Part 2

Completed AGS 17A

MDB Report 012, Inventory Transaction Register Instructions

This printout results from the submission of the AGS Form 17A.

1. It list all transactions submitted on the AGS Form 17-A;
2. Rejected transactions will appear with an Error Code in the last column;
3. It serves as the formal transaction register for audit purposes.

Special Instructions:

Upon receipt the inventory person are to do the following:

1. Identify posting errors and computer rejected transactions by comparing the transactions submitted on the AGS Form 17A against those on this printout;
2. Submit an AGS Form 17A with the transactions correcting the errors.

Error Codes and Descriptions – MDB Report 012

Rejected transaction will appear with an error code in the last column, this indicate that it was not processed. Resubmit the corrected transaction.

Error Codes and Description

DB001	Add transaction (A) with duplicated maintenance control number.
DB003	Change transaction (C) with no matching record. Wrong record, organization, property or location code or maint. control no.
DB004	Removal transaction (X) with no matching record. Similar to DB003.
DB005	Delete transaction (D) with no matching record. Similar to DB003.
DB006	Invalid or blank property code.
DB007	Invalid or blank operation code.
DB008	Invalid or blank record code or duplication of maint. control no.
DB009	Blank maintenance control number.
DB010	Invalid header transaction (record code 1) with info in wrong fields.
DB016	Missing quantity, fiscal year or carrying value.
DB017	Removal transaction (X) with invalid disposal code or value removed.

Summary

- Submit your AGS Form 17-A anytime during the quarter.
- Add transactions require assignment of maint. control no.
- Delete, Removal & Change transactions require the used of the maint. control no. that identifies the line item.
- Maint. control no. changes every fiscal year.
- Delete transaction is followed by an Add transaction, except deleting of Headers.
- Removal transactions require justification in the description column, e.g.: Disposal Application No., Transfer Document No.(attach copy), & duplicated item Maint. Control No.
- Error Codes on the MDB Report 012, Transaction Register means the computer rejected the transaction. Resubmit the original transaction.

Where to Get More Information

- Inventory System User Manual
- Call your department inventory person
- Inventory Management Office
Phone (808) 586-0574
e-mail: ron.omura@ hawaii.gov
<http://hawaii.gov/spo>